



LEAD BUDGET AND FINANCE ANALYST

Purpose:

To actively support and uphold the city's stated mission and values. To perform a variety of professional level administrative and analytical work involving the preparation, study and application of city budgets and finances; to perform duties involved in the research, analysis and development of efficient systems; and to lead, assign, and review the work of lower level staff.

Supervision Received and Exercised:

Receives general supervision from the Deputy Financial Services Manager and may receive direction from the Financial Services Manager. Exercise functional supervision over professional staff as needed.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Provide lead functional supervision over the Budget and Finance staff as needed.
- Assist in the hiring and training of new Budget and Finance staff members; facilitate and participate in team member's performance evaluations.
- Assist in evaluating work flow and other activities by assigning and monitoring work activities to ensure work is completed in a timely and appropriate manner.
- Recommend and assist in the implementation of goals, objectives, policies, and procedures of the Budget and Finance staff.
- Participate in annual operating, capital and city budget preparation and administration; conduct fiscal / economic impact studies and cost / benefit analyses; coordinate the preparation of manuals and comprehensive and timely budget documents.

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- Perform comprehensive multiyear econometric models and scenarios; financial projections and plans involving revenue and expenditure forecast analysis.
- Research economic trends at national, regional, state and local levels.
- Assist in developing city financial policies.
- Conduct city-wide base budget hearings; monitor city-wide departmental patterns; prepare and distribute budget reviews.
- Advise management, departments, and divisions on budget problems, policies, and procedures and assist them in the maintenance of proper budgetary controls.
- Assist with the preparation and administration of the city's capital improvement program, debt management plan, and annual financial reports; assist department and division heads in developing and improving operational objectives.
- Conduct administrative and systems studies; evaluate, and prepare reports and recommendations for improving policies, procedures, methods, and systems of operation.
- Conduct performance measurement / benchmarking and productivity studies; review performance and program direction; recommend changes to improve productivity.
- Design and conduct surveys; economic impact studies; utility rate reviews; and prepare proposals on financial and staffing requirements; design, develop and perform various independent statistical and research studies to monitor economic processes affecting the budget.
- Present financial analysis to council committees; present policy analysis or other financial feasibility studies to senior management, council committees, and policy makers.
- Establish short and long range planning goals and objectives for, and coordinate special projects assigned to the Budget and Finance section.
- Perform the costing of Police and Fire MOU agreements; generate the Quarterly Revenue Report; and provide financial analysis on upcoming legislative issues that may impact city revenues.
- Perform related duties as assigned.

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Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of full-time, professional experience in budget, finance, economics, management analysis, or accounting work which should include at least two years of journey-level budget and finance experience in municipal government.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, finance, statistics and research, accounting or a related field. A Master's degree is highly desirable.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 1921

FLSA: Exempt